



## CITY OF LODI

## COUNCIL COMMUNICATION

**AGENDA TITLE:** Authorization for the Police Department to Move  
Investigations Division into Carnegie Forum Basement

**DATE:** May 15, 1996

**PREPARED BY:** Chief Larry D. Hansen

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**RECOMMENDED ACTION:** That the City Council authorize the Police Department to move its Investigation Division into the basement of the Carnegie Forum. This action requires approval of construction costs and architectural services, purchase of office systems furniture, data & telecommunications removal and installation, purchase of audio/video equipment and other computer related equipment. The City Council should also appropriate \$168,700.00 from the Police Development Mitigation Impact Fees for this project.

**BACKGROUND INFORMATION:** The Lodi Police Department has occupied the Public Safety Building since 1967. The Investigations Division has occupied approximately the same amount of office space since that time. Due to the addition of the Streets Crime Unit authorized by the City council this past year (5 positions), and due to other additional personnel, we have outgrown our present facility.

The Investigations Division of the Lodi Police Department is anticipating moving to the lower level of the Carnegie Forum in August or September of this year. We will utilize all existing HVAC equipment, alarms, utilities and existing floor space. This move will provide us with office space for (21) persons, sufficient to operate this division for many years to come. The proposed floor plan is attached as Exhibit A.

Carnegie Forum lower level is currently providing office space for (11) persons from the Administrative Section of the City of Lodi, which they will utilize until the City Hall remodeling project is completed. The Office systems furniture which is being used by the staff was designed for City Hall and will be moved upon completion of that project.

APPROVED: \_\_\_\_\_

  
H. DIXON FLYNN  
City Manager



recycled paper

Architectural Services and Construction Costs

The City of Lodi acquired the services of Wenell Mattheis Bowe Architecture - Planning - Interiors, of Stockton to work with our staff and design a plan which would provide work areas for (21) staff persons in this division to acquire the needed work space, some modification and construction is needed. As a result of their planning, the following is required:

1. (3) supervisors offices size will be reduced, allowing for more work space for staff in the investigations portion of the structure.
2. Doorway adjacent to the Street Crimes/Gang Sergeants office will be added to allow better access for citizens and investigations personnel to the conference room and Street Crimes Unit.
3. (2) Interview rooms will be constructed. These rooms are used to interview victims of crimes and to do Computer Voice Stress Analyzer (CVSA) interviews. These rooms will be equipped with both audio and video equipment to monitor and record interviews.
4. Storage room for council tables and chairs.

The estimated construction costs are: \$ 24,700.00

Concept Cost Estimate is attached as Exhibit B.

The City of Lodi Public Works Department recommends the firm of Wenell Mattheis Bowe be utilized to coordinate the planning and construction administration and their fee will include the following:

Project Investigation  
Construction Documents  
Building Department Processing  
Bidding Assistance  
Construction Administration

Their fee for the above is: \$ 10,800.00

Proposal for Services is attached as Exhibit C.

### Office Systems Furniture

Due to construction constraints and design of the lower level of Carnegie Forum, the only way we can provide office space for (21) employees is to utilize Office systems Furniture. We have received a bid from our current supplier, Warden's Office Supply for office systems furniture for (21) working positions and other related equipment such as tables, chairs and storage cabinets.

Total cost including tax, delivery and installation: \$108,700.00

The cost is discounted 63.28% off list price by purchasing off of the League of Cities contract.

Cost Summary Sheet is attached as Exhibit D

### Data & Telecommunications

Cost of moving existing equipment, which will include telephones, CLETS & CJIS terminals, cable and other related equipment is estimated to be: \$ 6,500.00

### Equipment

Equipment and hardware include an IBM multiplexor, terminals, printer for CJIS/CLETS System, wiring and coax cable connections and necessary hardware to connect the AS400 computer. Depending on availability, some of this equipment may be available as used equipment. The estimate cost range is up to: \$ 7,000.00

### Audio/Video Equipment

This equipment will be used in both interview rooms. Presently the method of recording interviews on major cases is limited to audio tape recordings or video recording with a camera on a tripod in view of the subject. Interview and interrogation techniques are hampered by this method. The camera visible to a suspect inhibits the interrogator from obtaining a confession. Victims or witnesses become very uncomfortable with equipment "staring" at them in an interview room. the interview and interrogation schools LPD officers attend strongly recommend that the best audio and video recording are necessary for successful prosecution. Currently San Joaquin County Sheriff, Stockton PD, and the Child Advocacy Center are using specially equipped interview rooms with concealed audio and video equipment. This remodeling project is the best opportunity to bring LPD up-to-date in this area.

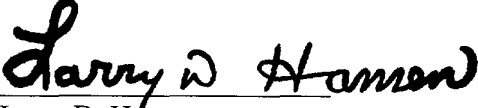
Authorization to Move Investigations Division  
to Carnegie Forum Basement  
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The estimated cost for this equipment is: \$ 3,000.00

Contingency

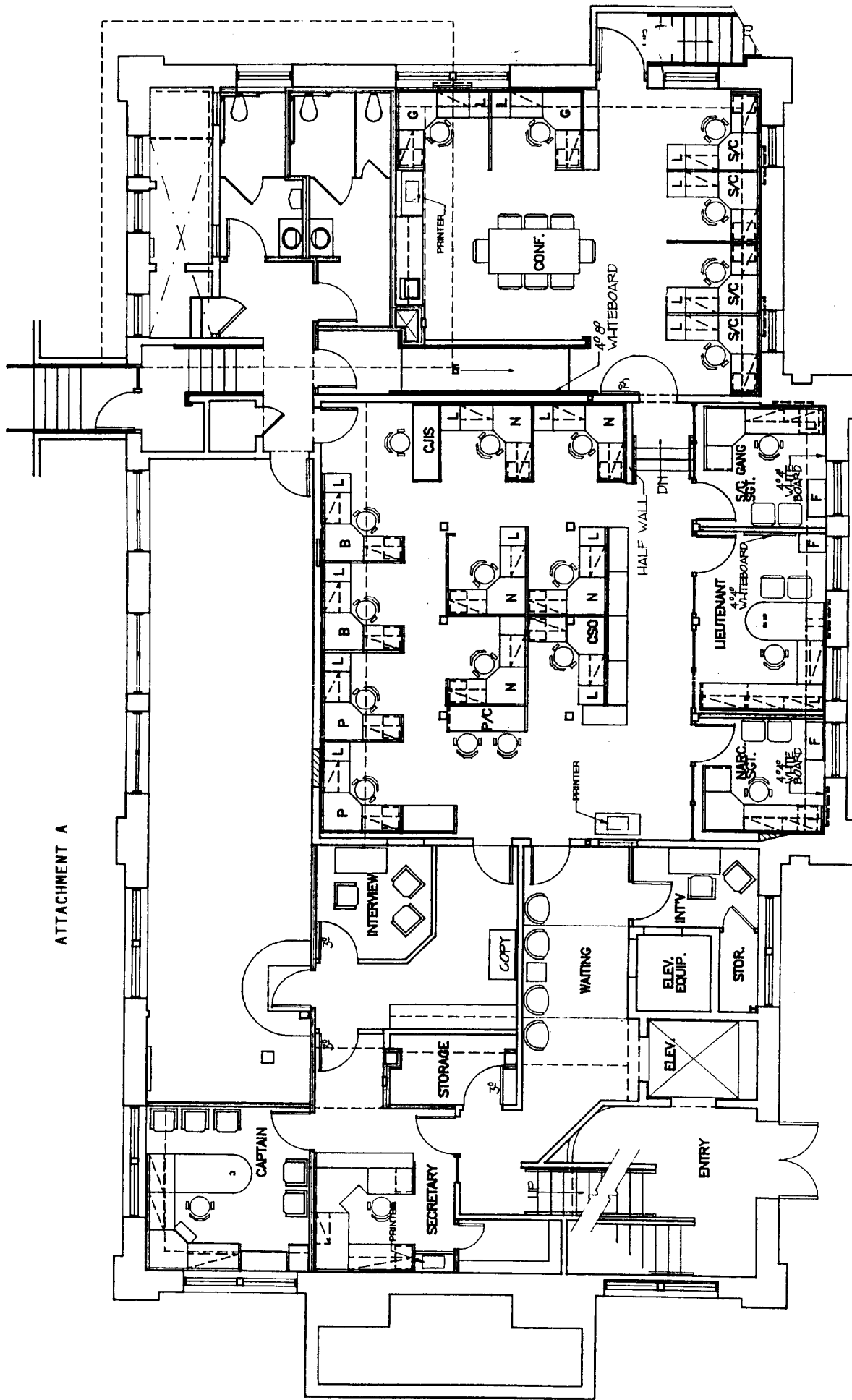
In a project of that size it is recommended that a minimal contingency be budgeted for. A  
5% contingency should be budgeted \$ 8,000.00

**FUNDING:** \$168,700.00 Police Development Mitigation Impact Fees

  
Larry D. Hansen  
Chief of Police

LDH:sm  
cc: City Attorney

ATTACHMENT A

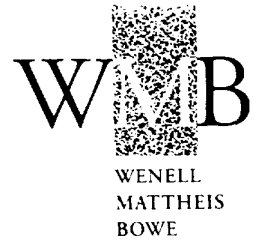


**FLOOR PLAN**  
SCALE: 1/8" = 1'0"

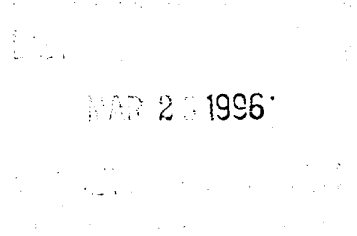
# ATTACHMENT B

	LODI POLICE DETECTIVE DIVISION		
	REMODEL CARNEGIE FORUM BASEMENT		
	CONCEPT COST ESTIMATE		
	Description	Subtotal	Total
1	ENTRY		\$ 2,400
3	New Wall with Wallcovering & Wood Base & Wood Cap	\$ 1,000	
4	Handrail	\$ 650	
5	Door and Hardware	\$ 750	
7			
8	INTERVIEW (Off Waiting Room)		\$ 1,806
10	Carpet	\$ 180	
11	Ceiling	\$ 120	
12	Lighting	\$ 300	
13	HVAC	\$ 300	
14	Painting	\$ 256	
15	Door & Hardware	\$ 650	
17			
18	INTERVIEW		\$ 3,288
20	Walls	\$ 1,088	
21	Ceiling Modification	\$ 100	
22	Lighting Modification	\$ 300	
23	HVAC Modification	\$ 300	
24	Doors & Hardware	\$ 1,500	
26			
27	OFFICES		\$ 7,300
29	Rebuild Window Walls; Relocate Window & Doors	\$ 3,200	
30	Ceiling Modification	\$ 500	
31	Lighting Modification	\$ 500	
32	HVAC Duct Rerouting	\$ 500	
33	Demolition for Door	\$ 250	
34	New Door & Hardware	\$ 750	
35	Demolition Concrete Slab	\$ 250	
36	New Stairs & Slab	\$ 350	
37	Carpet Stairs	\$ 250	
38	Handrails	\$ 750	
40			
41	INTERCOM/SECURITY SYSTEM		\$ 2,500
42			
43	MISCELLANEOUS ELECTRICAL MODIFCATIONS		\$ 1,000
44			
45	ELEVATOR CONTROL MODIFICATION		\$ 1,000
46			
47	SUBTOTAL		\$ 19,294
49	Markup @ 28%		\$ 5,402
50			
51	TOTAL CONCEPT COST ESTIMATE		\$ 24,696

ATTACHMENT C



March 27, 1996



Jack Ronsko, Director  
PUBLIC WORKS DEPARTMENT  
CITY OF LODI  
P.O. Box 3006  
Lodi, CA 95241-1910

ARCHITECTURE

SUBJECT: CARNEGIE BASEMENT REMODEL FOR  
POLICE DEPARTMENT DETECTIVES

PLANNING

Dear Jack,

INTERIORS

We are pleased to submit the following proposal for the remodeling of the Carnegie Basement for Police Department Detective usage based upon the attached approved plan, dated 3/25/96. The scope of work will consist of the remodeling as shown; moving and installing new walls and doors to create several new rooms and modification of finishes, mechanical and electrical systems to accommodate the uses. Electrical conduit will be provided for alarm and signal modifications and for interview videotaping system; however, security alarm systems, data communication systems and video taping systems are not included in our scope of work.

Our fees are determined on the following scope of services:

- Project Investigation
- Construction Documents
- Building Department Processing
- Bidding Assistance
- Construction Administration.

Our construction administration services assume bi-weekly site meetings as well as shop drawing submittal review and punch lists. Our mechanical and electrical consultant fees include limited construction administration services to include submittal review and punch list.

For the sake of continuity, we are proposing A.C. Systems Engineering, Inc. and Nelson and Associates as consultants.

246

E. Main Street

Stockton

California

95202

PHONE:

209 / 944-9110

FAX:

209 / 944-5711

Proposal for Services  
CARNEGIE BASEMENT REMODEL FOR  
POLICE DEPARTMENT DETECTIVES

March 27, 1996

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The proposed fee is

Architectural .....	\$ 6,870
Mechanical .....	1,200
Electrical .....	<u>2,700</u>
TOTAL .....	\$ 10,770

We realize that the proposed fee has no proximity to a "normal" percentage fee. On very small projects like this, the tasks are the same as for a project many times its size; the fee is based upon the tasks to be completed and our knowledge of your expectations of services to be provided. The tasking sheets are attached for your information.

We can proceed with the project upon receipt of your purchase order and will expedite the project to coordinate with the projected City Hall moving dates.

Sincerely,

WENELL MATTHEIS BOWE

Larry Wenell, Architect  
President

# WMB

WENELL MATTHEIS BOWE Architecture · Planning · Interiors  
Larry Wenell C6599 Timothy Mattheis C16986 Tom Bowe C13357

## PROFESSIONAL SERVICES WORK ORDER

WMB JOB NO. 9606.1

This agreement entered into on the fifteenth day of January, 1996 (January 15, 1996) between Client, City of Lodi (hereinafter called Client) and the Consultant, Wenell Mattheis Bowe, Inc. (hereinafter called Consultant) for services in connection with the following project:

### Carnegie Basement Remodel for Police Department Detectives

The Client and Consultant's rights, duties, and obligations hereunder will be performed in accordance with the terms and conditions of the Agreement for Professional Services between Client and Consultant dated February 3, 1995 which is fully incorporated herein by reference.

#### I. Scope of Services

The Consultant's services will consist of the following:

See attached letter dated March 27, 1996 for a description of the scope of services.

#### II. Consultant's Compensation

In consideration for Consultant providing the services noted above, the Client agrees to compensate the Consultant as follows:

Time plus materials per the attached fee schedule not to exceed \$10,770.

In witness whereof, the parties have accepted, made and executed this agreement upon the terms, conditions and provisions above stated, the day and year first above written.

Consultant: By [Signature]  
(Signature)

Name: Larry Wenell, President  
WENELL MATTHEIS BOWE  
246 E. Main St., Stockton CA 95202

Client: By [Signature]  
(Signature)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_



WENELL MATTHEIS BOWE Architecture • Planning • Interiors  
246 E. Main Street, Stockton CA 95202 Phone (209) 944-9110 Fax (209) 944-5711

**FEE SCHEDULE**  
**July, 1995**

Principal Architect	\$ 90.00/hour
Staff Architect II	75.00/hour
Staff Architect I	65.00/hour
Design/Draftsperson II	55.00/hour
Design/Draftsperson I	50.00/hour
Draftsperson	45.00/hour
Clerical	30.00/hour

**REIMBURSABLE EXPENSES**

Reimbursable Expenses are in addition to compensation for basic and additional services. Reimbursable expenses include actual expenditures made by the Architect and the Architect's employees and consultants in the interest of the project.

Mileage	\$ .25/mile
Blueprints - 24"x36"	
10 Sheets or less	1.50/sheet
Production Printing--11 Sheets or More	.65/sheet
Blacklines - 24"x36"	.80/sheet
Sepias - 24" x 36"	2.15/sheet
Xerox Bond - 24"x36"	7.20/sheet
Vellum - 24"x36"	11.50/sheet
8½"x11" Copies	.06/copy
11"x17" Copies	.12/copy
Fax	3.00/page
Postage/Shipping & Handling	Cost plus 20%
Presentation Materials	
PMT Drawing Reductions	
8½"x11"	9.00/sheet
11"x 14"	12.00/sheet
12"x18"	15.00/sheet
Drymount	4.20/sq ft
Drymount & Laminate	8.40/sq ft
Color Xerox, 8"x10"	3.00/xerox

**City of Lodi**  
**Carnegie Basement Remodel**  
**for**  
**Police Department Detectives**

PHASE "E" PROJECT INVESTIGATION											
		PERSONNEL/TIMEFRAME									
		Princ	Princ	Princ	SA II	SA I	DD II	DD I	D	Cler	
TASK		\$ 90	\$ 90	\$ 90	\$ 75	\$ 65	\$ 55	\$ 50	\$ 45	\$ 30	Totals
302	Building Measurement	2									2 \$ 180
155	Meeting w/Client	1									1 \$ 90
TOTAL HOURS		3.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	3.0 \$ 270
PERSONNEL WEEKS		0.1	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.1
TOTAL PHASE "E"		270	0	0	0	0	0	0	0	0	\$ 270

PHASE "K" CONSTRUCTION DOCUMENTS											
		PERSONNEL/TIMEFRAME									
		Prin	Prin	Prin	SA II	SA I	DD II	DD I	Drft	Cler	
TASK		\$ 90	\$ 90	\$ 90	\$ 75	\$ 65	\$ 55	\$ 50	\$ 45	\$ 30	Totals
404	Title Sheet							2			2 \$ 100
405	Code Compliance Sheet							1			1 \$ 50
406	Floor Plan(s)	2						6			8 \$ 480
414	Architectural Details	1						2			3 \$ 190
415	Door Schedule/Elevations							1			1 \$ 50
416	Door Details	1						2			3 \$ 190
417	Window Schedule/Elevations	1						1			2 \$ 140
418	Window Details	1						2			3 \$ 190
420	Finishes Schedule	1						2			3 \$ 190
421	Reflected Ceiling Plan(s)	2						2			4 \$ 280
427	Cost Estimate	3								2	5 \$ 330
165	Consultant Coordination	3									3 \$ 270
433	In-House Plan Check	2									2 \$ 180
429	Specifications	5								8	13 \$ 690
152	Correspondence	2								2	4 \$ 240
155	Meeting w/Client	4									4 \$ 360
158	Meeting w/Gov't Agency	1									1 \$ 90
163	Plotting Drawings						1				1 \$ 55
164	DXF Disk Preparation						1				1 \$ 55
TOTAL HOURS		29.0	0.0	0.0	0.0	0.0	2.0	21.0	0.0	12.0	64.0 \$ 4,130
PERSONNEL WEEKS		0.7	0.0	0.0	0.0	0.0	0.1	0.5	0.0	0.3	1.6
TOTAL PHASE "K"		2610	0	0	0	0	110	1050	0	360	\$ 4,130

**City of Lodi**  
**Carnegie Basement Remodel**  
**for**  
**Police Department Detectives**

<b>PHASE "L" BUILDING DEPARTMENT/GOVERNMENT AGENCY</b>											
		<b>PERSONNEL/TIMEFRAME</b>									
		Prin	Prin	Prin	SA II	SA I	DD II	DD I	Drft	Cler	
<b>TASK</b>		<b>\$ 90</b>	<b>\$ 90</b>	<b>\$ 90</b>	<b>\$ 75</b>	<b>\$ 65</b>	<b>\$ 55</b>	<b>\$ 50</b>	<b>\$ 45</b>	<b>\$ 30</b>	<b>Totals</b>
500	Building Permit Processing	1									1 \$ 90
501	Backcheck Documentation	1						2		1	4 \$ 220
<b>TOTAL HOURS</b>		2.0	0.0	0.0	0.0	0.0	0.0	2.0	0.0	1.0	5.0 \$ 310
<b>PERSONNEL WEEKS</b>		0.1	0.0	0.0	0.0	0.0	0.0	0.1	0.0	0.0	0.1
<b>TOTAL PHASE "L"</b>		180	0	0	0	0	0	100	0	30	\$ 310

<b>PHASE "M" BIDDING/NEGOTIATION</b>											
		<b>PERSONNEL/TIMEFRAME</b>									
		Prin	Prin	Prin	SA II	SA I	DD II	DD I	Drft	Cler	
<b>TASK</b>		<b>\$ 90</b>	<b>\$ 90</b>	<b>\$ 90</b>	<b>\$ 75</b>	<b>\$ 65</b>	<b>\$ 55</b>	<b>\$ 50</b>	<b>\$ 45</b>	<b>\$ 30</b>	<b>Totals</b>
530	Bid Questions	2									2 \$ 180
526	Addendum Doc/Processing	2								2	4 \$ 240
155	Meeting w/Client	2									2 \$ 180
<b>TOTAL HOURS</b>		6.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	2.0	8.0 \$ 600
<b>PERSONNEL WEEKS</b>		0.2	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.1	0.2
<b>TOTAL PHASE "M"</b>		540	0	0	0	0	0	0	0	60	\$ 600

<b>PHASE "N" CONSTRUCTION ADMINISTRATION</b>											
		<b>PERSONNEL/TIMEFRAME</b>									
		Prin	Prin	Prin	SA II	SA I	DD II	DD I	Drft	Cler	
<b>TASK</b>		<b>\$ 90</b>	<b>\$ 90</b>	<b>\$ 90</b>	<b>\$ 75</b>	<b>\$ 65</b>	<b>\$ 55</b>	<b>\$ 50</b>	<b>\$ 45</b>	<b>\$ 30</b>	<b>Totals</b>
550	Construction Site Meeting	8									8 \$ 720
553	Construction Information Bulletin	2								2	4 \$ 240
559	Shop Drawing Review/Process	3									3 \$ 270
557	Punch List /At Site	2									2 \$ 180
558	Punch List Processing	1								2	3 \$ 150
<b>TOTAL HOURS</b>		16.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	4.0	20.0 \$ 1,560
<b>PERSONNEL WEEKS</b>		0.4	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.1	0.5
<b>TOTAL PHASE "N"</b>		1440	0	0	0	0	0	0	0	120	\$ 1,560

**City of Lodi  
Carnegie Basement Remodel  
for  
Police Department Detectives**

**SUMMARY**

Phase E - Project Investigation	\$ 270
Phase K - Construction Documents	\$ 4,130
Phase L - Building Department	\$ 310
Phase M - Bidding/Negotiation	\$ 600
Phase N - Construction Administration	\$ 1,560
Total	\$ 6,870.00

# WARDEN'S

OFFICE PRODUCTS

## ATTACHMENT D

Modesto  
Main Office / Showroom  
14th & "J" Street  
Modesto, CA 95354  
(209) 529-6321  
Fax (209) 529-2733

April 3, 1996

City of Lodi Police Dept.  
Attn: Capt. Mauch

	Capt. Mauch's office - systems furniture (includes tax)	\$15,206.54	\$5,805.09	\$5,805.09
	Secretary's office - systems furniture (includes tax)	\$13,604.86	\$5,114.41	\$5,114.41
	Narcotics Sgt.'s office - systems furniture (includes tax)	\$10,273.16	\$3,895.11	\$3,895.11
	Lt. Murray's office - systems furniture (includes tax)	\$11,702.16	\$4,423.46	\$4,423.46
	Gang Sgt.'s office - systems furniture (includes tax)	\$10,273.16	\$3,895.11	\$3,895.11
	Open areas - systems furniture (includes tax)	\$123,616.54	\$45,387.74	\$45,387.74
	Side chairs and conference tables (includes tax)	\$15,230.88	\$6,566.40	\$6,566.40
20	Lockers - 18" wide x 24" deep x 62" high with adjustable shelves and coat rack; locking (includes tax)	\$445.00	\$267.00	\$5,753.85
7	Storage cabinets - 42" wide x 18" deep x 62" high; adjustable shelves; locking (includes tax)	\$530.00	\$317.00	\$2,219.00
2	Storage cabinets - 20" wide x 20" deep x 30" high (includes tax)	\$358.00	\$214.00	\$461.17
	Estimate for 23 task chairs (includes tax)	\$833.00	\$498.00	\$12,341.69
	Estimate for 1 executive chair (includes tax)			
	Estimate for 24 (includes tax)			
	Installation estimate			\$7996.00
	Total			\$108,692.70

Lead time is approximately 5-7 weeks.

Purchase order instructions to follow.

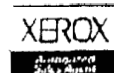
Authorized by: Patty Atterberry Date: 4/3/96

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_ P.O.# \_\_\_\_\_

Stockton  
Showroom  
4333 West Lane  
Stockton, CA 95210  
(209) 472-2909  
Fax (209) 472-2774

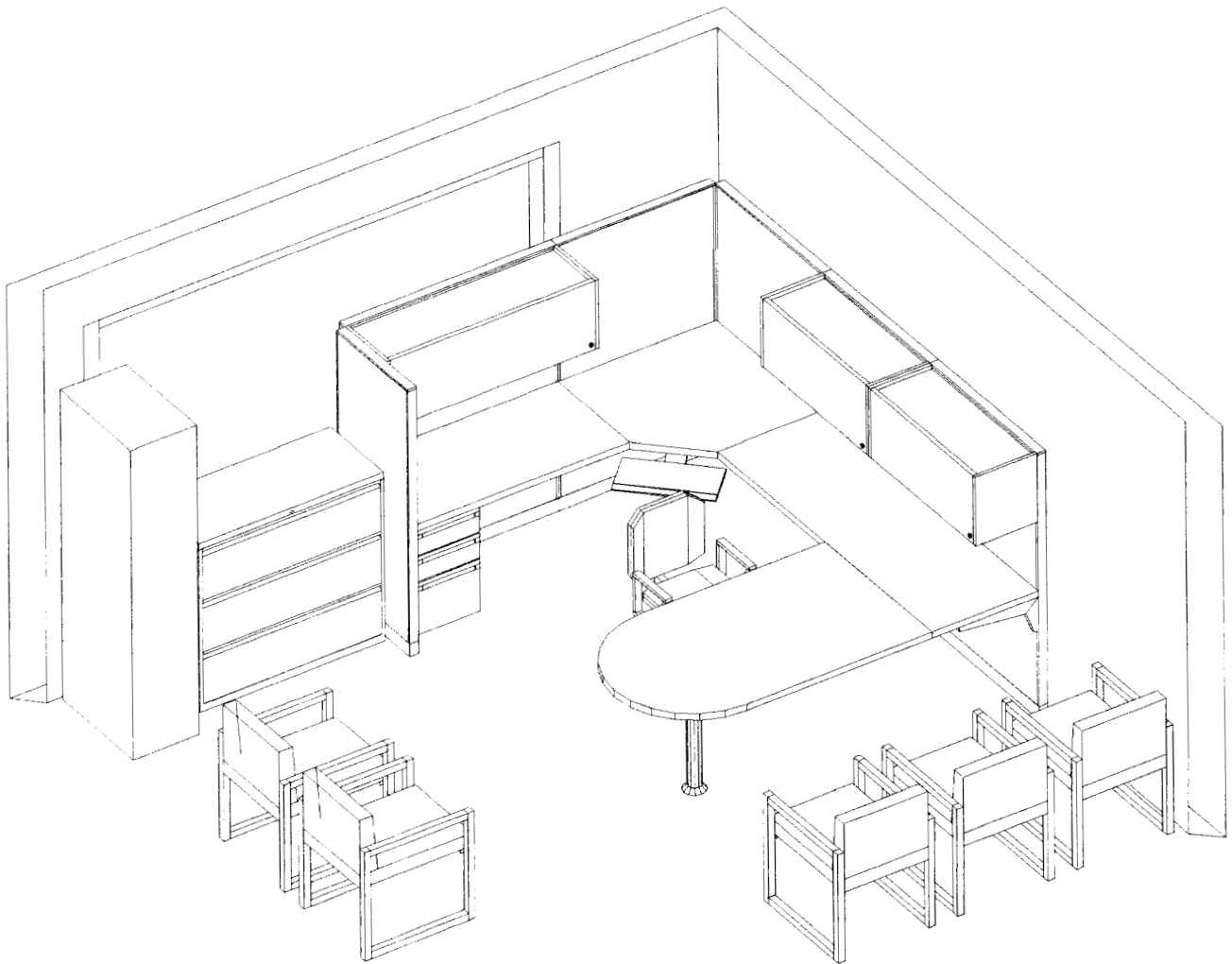
Warehouse  
Distribution Center  
1217 10th Street  
Modesto, CA 95354  
(209) 529-6321  
Fax (209) 544-4037

Used Furniture  
Showroom  
513 N. 3rd Street  
Modesto, CA 95350  
(209) 549-1008  
Fax (209) 549-1794

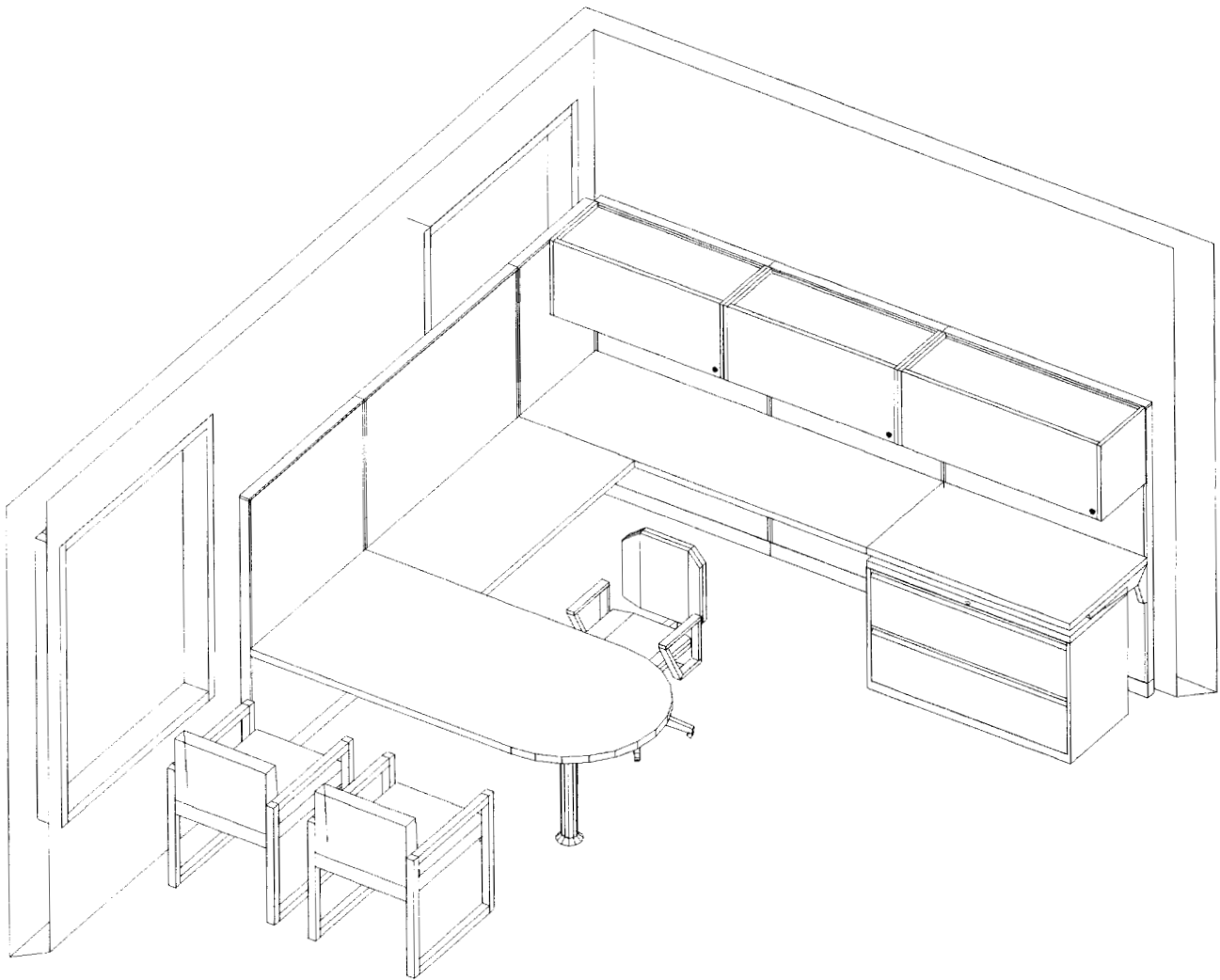


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# CAPTAIN'S OFFICE

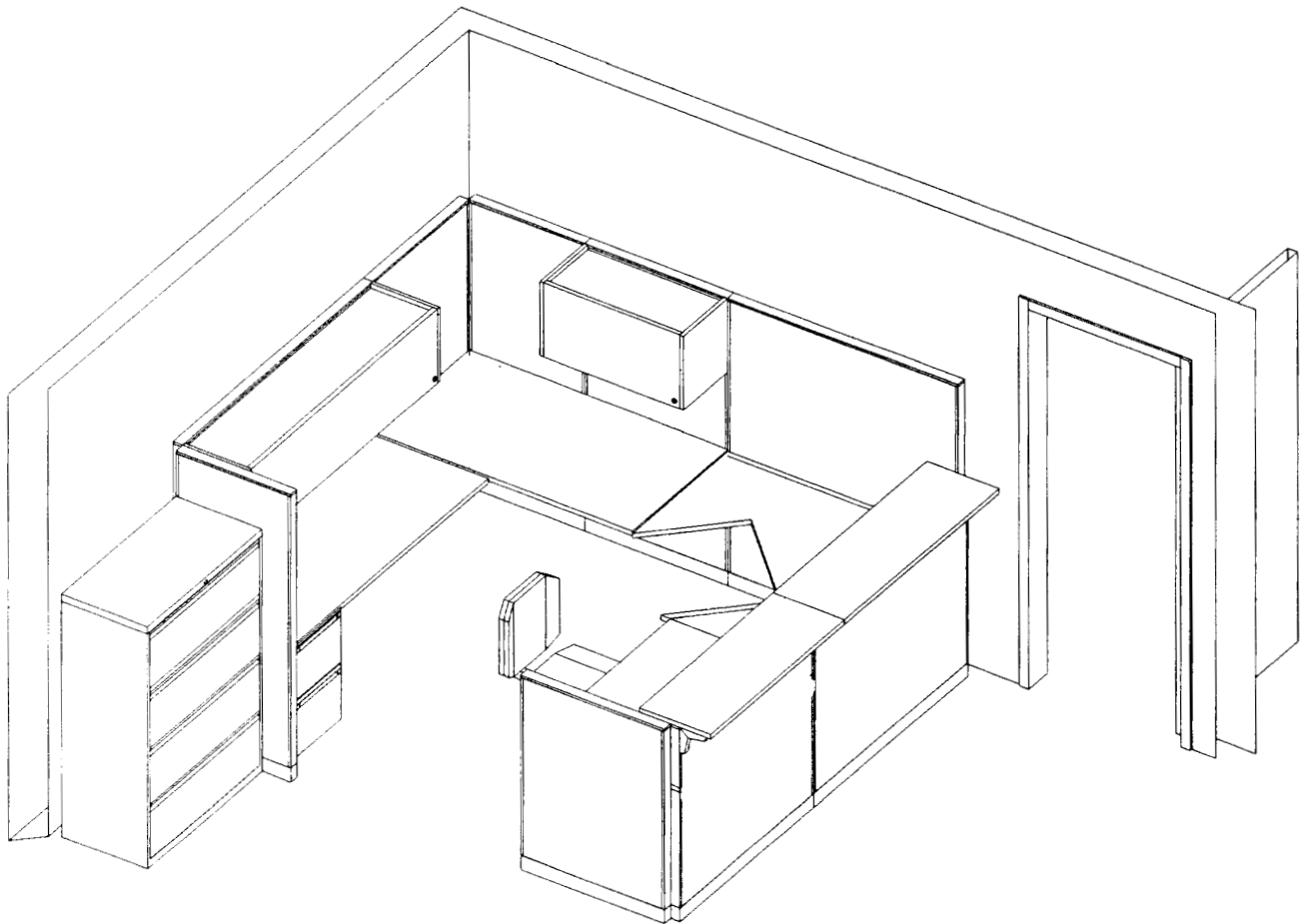


# INVESTIGATIONS LIEUTENANT

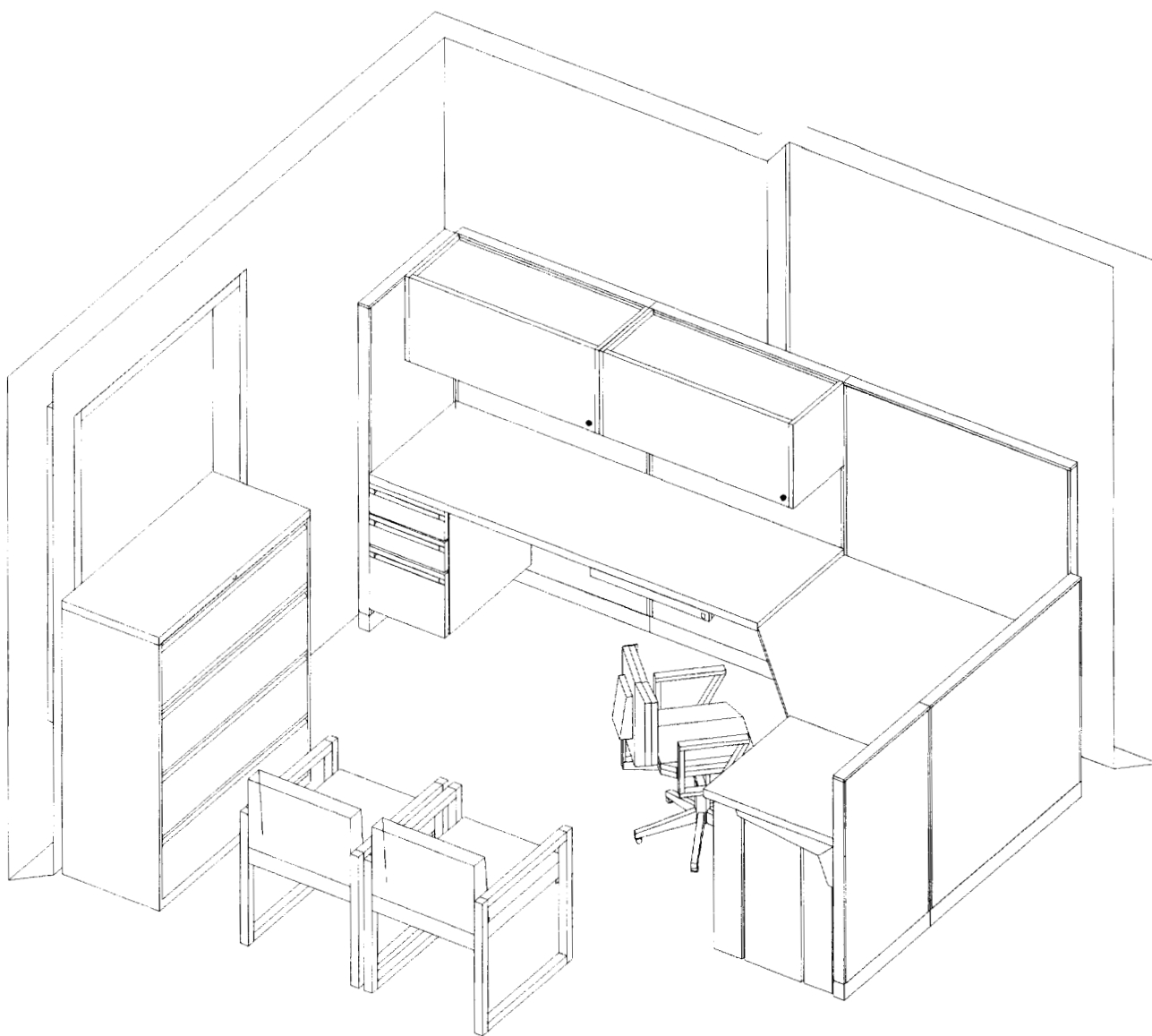


3

# SECRETARY'S OFFICE



STREET CRIMES & NARCOTICS SERGEANTS



5

## INVESTIGATORS & MISCELLANEOUS

